

**BY ORDER OF THE COMMANDER  
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 48-104**



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***Aerospace Medicine***

**WORKPLACE WRITTEN HAZARD  
COMMUNICATION PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 90-8, Environment, Safety, and Occupational Health, Air Force Instruction (AFI) 90-821, *Hazard Communication*, and 29 CFR 1910.1200, *Hazard Communication*. It establishes procedures and standards that govern hazardous materials (HAZMAT) as they apply to worker right-to-know information. It provides GFAFB specific Hazard Communication (HAZCOM) requirements not identified in AFI 90-821 to enhance the control, evaluation, procurement, storage and safe and healthful use of HAZMAT; and ensure the highest level of workplace compliance. It applies to all personnel attached or assigned to Grand Forks AFB as well as external contract personnel who may be performing an activity on this installation. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

**This instruction has been significantly revised and must be reviewed in its entirety.** This instruction includes the new requirements outlined in AFI 90-821, *Hazard Communication*, dated 30 March 2005. Changes include placing primary responsibility for HAZCOM training and worker awareness on the work area supervisor; it describes how a workplace supervisor must implement all elements of the Air Force HAZCOM program. Additionally, the HAZCOM

Program binder (required by BE) and the Hazardous Material Management Program Continuity Book (required by CES/CEAN) have been combined to allow supervisors to maintain one binder for both programs.

**1. General:** Every work area using HAZMAT must implement the HAZCOM Program. Each work area using HAZMAT must develop a permanent HAZMAT Management Program Binder, and make that binder readily available to all employees in the workplace. The program binder must contain the following information and items:

1.1. Tab A: An appointment letter signed by the Sq/Unit level Commander designating a HAZCOM Program monitor who is responsible for management of the program.

1.2. Tab B: References. The following references will be found in Tab B of the Binder:

1.2.1. Tab B1: Current version of AFI 90-821, *Hazard Communication*.

1.2.2. Tab B2: Current version of AFI 32-7086, *Hazardous Material Management*

1.2.3. Tab B3: Current version of GFAFBI 48-104, *Workplace Written Hazardous Communication Program*

1.2.4. Tab B4: A copy of the work area's Bioenvironmental Engineering (BE) Health Risk Assessment Survey Letter. Per AFI 91-202, the US Air Force Mishap Prevention Program paragraph 5.2.20.10., [BE] reports will be maintained on file in the work place for a minimum of 2 years.

1.3. Tab C: MSDSs. MSDSs for all HAZMAT used in the workplace or a Cross-Reference sheet (Optional Form 21, *Cross Reference*) detailing the location of all MSDSs so that they are readily available within the workplace to all workplace employees.

1.4. Tab D: Hazardous Material Inventory/ Licenses

1.4.1. Tab D1: Hazardous Material Licenses. Copies of all current approved HAZMAT licenses (AF Form 3952, *Chemical Hazardous Material Request/Authorization* or electronic equivalent) or place Optional Form 21 denoting the location in the workplace of the HAZMAT licenses. Licenses will be approved by Bioenvironmental, Safety and CE Environmental.

1.4.2. Tab D2: HAZMAT Inventory: In this Tab, the shop supervisor will keep a listing of all HAZMAT stored in the workplace or place Optional Form 21 denoting that the HAZMAT Inventory can be obtained directly from the servicing pharmacy. This listing must include National Stock Number (NSN), if applicable, manufacturer, and the name of the chemical as it appears on the container. If no hazardous materials are kept in the shop, an MFR stating the work center does not require the use of hazardous materials will be filed in section D2 in place of the inventory.

1.4.3. Tab D3: Monthly Barcode Listing

1.4.4. Tab D4: Exemption Listing

1.5. Tab E: HAZMAT Checklist (Audit Form)

1.6. Tab F: Authorization Listing/Inventory of Support Storage (if applicable)

1.7. Tab G: Employee Training and Information. Documentation of employee HAZCOM training will be maintained in this Tab (AF Form 55, *Employee Safety and Health Record* or equivalent). Optional Form 21 may be used to denote location of employee training documentation.

1.7.1. Tab G1: A copy of the workplace specific HAZCOM Program. This is an operating instruction or procedure that discusses workplace specific program elements, to include MSDS Sheets, labels and other forms of warning, employee information and training, HAZMAT inventory and non-routine tasks involving hazardous materials. Contact Bioenvironmental Engineering for a template version of the workplace specific HAZCOM Program.

1.7.2. Tab G2: Occupational Safety & Health Administration (OSHA) Specific Substance Training Requirements: Exposures to certain substances mandate specific training requirements according to OSHA (29 CFR 1910, Subpart Z). The primary substances of concern for Grand Forks workplaces (although not inclusive) are lead (29 CFR 1910.1025), cadmium (29 CFR 1910.1027), chromium (29 CFR 1910.1026), benzene (29 CFR 1910.1028), methylene chloride (29 CFR 1910.1052), and formaldehyde (29 CFR.1910.1048). This tab will delineate how the workplace supervisor will accomplish this training and where the appropriate lessons plans are filed.

1.8. Tab H: Shop Audits

1.8.1. Tab H1: Monthly Shop Audit Reports

1.8.2. Tab H2: Semiannual CEAN Audit Reports

1.9. Tab I: Copies of letters for expired Shelf Life Turn-in

1.10. Tab J: The methods used for notifying contractors working in the shop area of the HAZCOM program.

## 2. Responsibilities:

2.1. **Wing/Installation Commander** is ultimately responsible for all aspects of the 319 GFAFB HAZCOM Program.

2.1.1. Establish HAZCOM program for installation and tenant organizations.

2.1.2. Ensure the program is prepared, implemented, and effective, and that all supervisors/employees who work with or have the potential to work with HAZMAT are properly trained.

2.1.3. Ensure supervisors and employees who handle, use, or are potentially exposed to hazardous materials in the course of official Air Force duties are provided information and training on the AF HAZCOM program and the specific hazards in their work area/shops.

2.1.4. Ensure supervisors of work area/shops where hazardous chemicals are used or handled, prepare and implement a work area/shop-specific HAZCOM program.

2.1.5. Ensure the Installation HAZMAT Management Program (IHMP) and HAZMARTS outside of Logistics Supply (LRS) meet AF HAZCOM program

requirements (i.e., Medical Logistics, Maintenance Supply, and Civil Engineering Material Management)

## **2.2. Unit/Squadron Commanders:**

2.2.1. Provide a safe and healthy work environment and ensure supervisors/employees, who handle, use, or are potentially exposed to HAZMAT in the course of official Air Force duties are familiar with the hazards within the work area/shop.

2.2.2. Appoint HAZCOM Program monitor in writing and ensure that they evaluate workplace HAZCOM programs for compliance and effectiveness during routine inspections.

2.2.3. Ensure supervisors of work areas using HAZMAT provide information and training to all employees on work area specific hazards and maintain locally developed training programs and lesson plans as part of the workplace written HAZCOM program for all work centers requiring a program.

## **2.3. Supervisors of Work Areas Using HAZMAT:**

2.3.1. Obtain HAZCOM Program training. Contact BE or Public Health (PH) for assistance.

2.3.2. Develop a written HAZCOM program binder as outlined in Section 1 of this instruction. Maintain a current HAZCOM program binder in the work area.

2.3.3. Maintain electronic or hard copy MSDS for materials in inventory. MSDSs must be immediately accessible to all workers in the work place. MSDSs and HAZCOM inventory must be reviewed annually, at a minimum. If the primary means for MSDS access is electronic, a back-up system for access to the MSDSs must be established in case primary computer access is disrupted.

2.3.4. Maintain a copy of the BE Health Risk Assessment Survey Letters. BE surveys must be publicly posted for ten (10) days and maintained for two (2) years IAW AFI 91-202.

2.3.5. Develop a workplace specific training program as outlined in Section 3 of this instruction.

2.3.6. Supervisors will consult with Public Health, BE, and Base Safety, and the Fire Department regarding a shop-specific HAZCOM training program for technical accuracy and completeness. This training program must address requirements for initial and supplemental HAZCOM training. Supplemental training will consist of the template in Attachment 1 and the most current copy of the BE Health Risk Assessment Survey Letter. The shop-specific training plan will be reviewed annually, at a minimum.

2.3.7. Ensure subordinate workers are trained on the provisions of AFI 90-821 and the hazards of work area specific HAZMAT before the workers handle or are occupationally exposed to HAZMAT. Workplace specific training is performed initially upon assignment and when a new HAZMAT or process is introduced into the work area.

2.3.7.1. Where employees are handling HAZMAT in sealed containers **ONLY** and containers are not opened under normal conditions, supervisors will train all employees on the hazards of HAZMAT in their workplace, and to the extent

necessary, to protect them in the event of a spill or leak of a HAZMAT from a sealed container.

2.3.7.2. Document the initial Federal HAZCOM Training, shop specific training, and all additional HAZCOM training on AF Form 55, Employee Safety and Health Record, or equivalent (i.e., computerized training record, such as CAMS). An AF Form 55 or equivalent must be maintained on each assigned civilian employee or military individual in the work area.

2.3.8. Notify BE before a new HAZMAT is introduced into the work area and add the HAZMAT to the inventory. Chemical purchases must be IAW AFI 32-7086, *Hazardous Materials Management*.

2.3.8.1. Process an AF Form 3952 or electronic equivalent, *Chemical Hazardous Material Request/Authorization*, through the Hazardous Material Pharmacy for each new HAZMAT and maintain a signed copy of approved AF Form 3952.

2.3.8.2. Complete an AF Form 3952 and receive authorization via process outlined in AFI 32-7086 prior to local purchase of HAZMAT. For HAZMAT used in the course of official duties, an AF Form 3952 will be completed regardless if material is listed on the base exemption listing.

2.3.9. Ensure labels on incoming containers of HAZMAT are not removed or defaced.

2.3.10. Maintain proper labels as specified in 29 CFR 1910.1200, paragraph (f), on all HAZMAT containers.

2.3.11. Consult BE to determine whether the type and quantity of a HAZMAT used in the workplace qualifies the item to be exempted as a “consumer use” item, in accordance with AFI 90-821, Paragraph 2.2.9. Supervisors may wish to document items considered consumer use items on a separate inventory list.

#### **2.4. Employees:**

2.4.1. Participate in and demonstrate an effective understanding of HAZCOM.

2.4.2. Use HAZMAT only after receiving work area specific training.

2.4.3. Ensure all containers are appropriately labeled, to include containers to which materials are transferred.

#### **2.5. Bioenvironmental Engineering (BE):**

2.5.1. Conduct evaluations of workplace HAZCOM programs to ensure an effective and compliant program is in place to protect workers. BE will use a standard checklist to conduct evaluations. This checklist will be available upon request.

2.5.2. Provide guidance to workplaces on potential health hazards, training requirements, and regulatory requirements associated with hazardous materials within their work area.

2.5.3. Evaluate and document compliance with HAZCOM during routine industrial hygiene assessments.

2.5.3.1. Review the written specific HAZCOM plan/binder during routine shop surveys.

2.5.3.2. Assess effectiveness of worker HAZCOM program training during routine shop surveys using an established questionnaire and test.

2.5.3.3. If requested, provide explanations or interpretations of the MSDS to supervisors and affected workers for routine training and planning, and be available during emergency situations to assist in interpretation of the MSDS.

2.5.3.4. Provide work area supervisors technical assistance in the development of the work area HAZMAT inventory and listing of non-routine tasks involving HAZMAT.

## **2.6. Public Health (PH):**

2.6.1. PH is a point of contact for occupational health education, and provides consultation on training and technical matters to work area/shop supervisors on the AF HAZCOM Program.

2.6.2. While primary responsibility for performing HAZCOM training rests with the work area/shop supervisor, PH will provide educational information to work area/shop supervisors when requested.

## **2.7. Contracting:**

2.7.1. Ensure that all contracts for which the Air Force locally procures potentially HAZMAT contain AF Federal Acquisition Regulations Supplements (AFFARS) clause 52.223.9002, "Hazardous Material Identification and Material Safety Data," and is in compliance with AFI 32-7086, Hazardous Materials Management.

2.7.2. Ensure contract specifications require contractors who use HAZMAT that Air Force military or civilian workers may be exposed to, provide the information required in AFFAR clause 52.223.9002, "Hazardous Materials Identification and Material Safety Data," or subsequently adopted equivalent provision, to the pertinent AF work area supervisor. Also, contractors will ensure contracts include requirements governing the securing of all HAZMAT left on the job site.

2.7.3. Ensure that all contracts require compliance with Title 29, CFR, 1910.1200.

2.7.4. Ensure all contracts for which the contractor locally procures HAZMAT includes clause 52.223-3, *Hazardous Material Identification and Material Safety Data*, of the Federal Acquisition Regulation (FAR) 23.303. Forward received MSDSs to BE and the base HAZMART for inclusion in the Grand Forks AFB MSDS master file.

2.7.5. Directly advise contractors of the requirement to comply with 29 CFR 1910.1200 by including this in the contract specifications.

2.7.6. At the pre-performance conference, and subsequently during the contract performance, the quality assurance evaluator or project officer will advise work area supervisors of HAZMAT introduced by the contractor. The contractor is required to submit information on the use of HAZMAT according to FAR clause 52.223-3, *Hazardous Material Identification and Material Safety Data*. BE will provide guidance upon request.

2.7.7. The Administrative Contracting Officer (ACO), with assistance from BE and the work area supervisor, advises contractors of HAZMAT they may encounter from government furnished materials or nearby AF operations. The ACO will inform the

contractor that MSDS information is available through the HAZMART. The ACO provides information on the labeling system in use on the base for HAZMAT.

2.7.8. Require contractors to provide MSDSs and HAZMAT inventory to BE upon request.

2.7.9. Specify in any commodity purchase contract that MSDSs be provided to BE, or appropriate site representative, before or with shipment of the hazardous material to the end user.

2.7.10. Ensure the contractor sends a chemical inventory to the BE (319 MDOS/SGOJ), Fire Chief (319 CES/CEF) and CE Environmental (319 CES/CEAN).

## 2.8. Contractor Operations:

2.8.1. Contractors are required to comply with 29 CFR 1910.1200, and are solely responsible for training their employees and complying with all applicable HAZCOM provisions without Air Force assistance.

2.8.2. The contractor is responsible for requiring HAZCOM compliance of all sub-contractors.

2.8.3. At locations where Air Force employees may be exposed to HAZMAT used by contractors, the contractor(s) will report the chemical usage to the HAZMART and provide the MSDS for HAZMAT to any affected workplace supervisor for inclusion into their MSDS file for worker review.

2.8.3.1. The ACO will also inform the contractor about the MSDS information available through the BE or the HAZMART Pharmacy as requested, for inclusion in the contractor HAZCOM program.

2.8.3.2. The activity quality assurance evaluator will advise the work area supervisors and Air Force employees monitoring the performance of contractors of HAZMAT introduced by the contractor. This will be accomplished during the pre-performance conference and subsequently during the contract performance period.

2.8.4. Contractors working in areas storing or using HAZMAT will be provided the following information:

2.8.4.1. HAZMAT to which they may be exposed while on the job site.

2.8.4.2. Measures the contractor can take to reduce the risk of exposure.

2.8.4.3. Steps the Air Force has taken to reduce the risks.

2.8.4.4. The location of MSDS for the HAZMAT which are stored or used in the area.

2.8.4.5. Information on how the materials are labeled.

2.8.4.6. The AF requesting activity quality assurance evaluator will advise work area supervisors and Air Force employees monitoring the performance of contractors of HAZMAT introduced by the contractor.

2.8.5. The contractor is required to submit information on the use of HAZMAT into the AF approved HAZMAT authorization & tracking system.

### **2.9. Hazardous Materials Pharmacy (HAZMART):**

2.9.1. The HAZMART will be responsible for managing the receipt, storage, issue, and distribution of all HAZMAT. The HAZMART will ensure that all requests for HAZMAT have been approved and authorized for use on Grand Forks AFB by all approving agencies prior to the purchase of hazardous materials. Customers will submit an AF IMT 3952, *Chemical Authorization Request Form*, prior to the purchase of any HAZMAT. This includes any purchase made with a Government IMPAC Card, contractor purchased/used, contracting purchased or supply transactions. Upon approval of AF IMT 3952, the HAZMART or other designated Material Control section will affix a bar-code tracking label to indicate that the material is being tracked within the HAZMART. Periodic inspections will be conducted to ensure adherence to the program.

2.9.2. Upon receipt of HAZMAT, receiving personnel will examine containers to ensure containers are identified and labeled with the identity of the HAZMAT, appropriate hazard warning, and the name, address, and phone number of the manufacturer, importer, or other responsible party; and verify MSDSs are received or on file in the Grand Forks AFB MSDS master file. If the MSDS is missing or the container is not properly labeled or marked, receiving personnel have the option to refuse the material or contact the supplier for the necessary paperwork. MSDSs obtained with the shipment will be forwarded to the customer.

2.9.3. Prior to issue, ensure that all unlabeled HAZMAT are properly labeled using Hazardous Chemical Warning Labels (DD Form 2521 8 1/2 in x 11 in or DD Form 2522 4 in x 6 in), or equivalent.

### **3. Material Safety Data Sheets (MSDSs):**

3.1. The work area MSDS file or database will be readily available to all workers in either hard copy or electronic form. Supervisors must ensure access to workers during all work shifts.

3.2. If the primary means for MSDS access is electronic, a back-up system for MSDS access must be established in case primary computer access is disrupted. The back-up system may include, but is not limited to, paper copies, local computer files or CDs at another non-impacted location, telephone, fax, or access through a nearby HAZMART or BE Flight. Local judgment must be used to determine an adequate back-up system on a case-by-case basis.

3.3. The MSDS on file must match the manufacturer and part number/trade name of the HAZMAT on-hand. In addition, the MSDS preparation date must be consistent with the date/lot of any HAZMAT on-hand. If a new MSDS is received, but the old HAZMAT is still on-hand, the MSDS, which matched the old HAZMAT, must be retained.

3.4. Any industrial work center where employees must travel between work places during the work shift (e.g., their work is carried out at more than one geographical location) may keep the MSDSs at the primary work place facility. In this situation, employees must have immediate access to the MSDS information for emergencies.



#### **4. Employee Information and Training:**

4.1. Commanders will ensure supervisors of work areas using HAZMAT receive training using guidance found in AFI 90-821, paragraph 2.7.

4.2. Supervisors will ensure subordinate workers are trained IAW AFI 90-821, paragraph 2.7, "Employee Information and Training." Supervisors should supplement this training to provide information on work area specific HAZMAT. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e., BE, PH, Safety, and Fire) review the information for technical accuracy.

4.3. Prior to starting work, each newly assigned person will receive a health and safety briefing and orientation that include at a minimum the following information and training:

4.3.1. An overview of the requirements contained in the HAZCOM program.

4.3.2. Activities/processes where HAZMAT is present and/or used. Reference Activity Evaluation/Recommendation at Attachment 1 of the BE Health Risk Assessment Survey Report.

4.3.3. Location of the HAZCOM Binder and MSDS file or database.

4.3.4. How to read labels and MSDSs to obtain hazard information including relevant hazard categories (flammable, carcinogenicity, etc.) and HAZMAT with specific regulatory requirements (benzene, lead, asbestos, etc.).

4.3.5. Physical and health risks of each HAZMAT.

4.3.6. The symptoms of overexposure.

4.3.7. How to determine the presence and/or release of HAZMAT in the work area.

4.3.8. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.

4.3.9. Steps taken to reduce or prevent exposure to HAZMAT.

4.3.10. Spill response procedures and emergency procedures to follow if employees are exposed to HAZMAT.

4.3.11. How to locate, properly use, and maintain controls (engineering, administrative and personal protective equipment).

4.4. There is no annual requirement for HAZCOM training; however, if a new HAZMAT is introduced into the work center, supplemental HAZCOM training on the new HAZMAT will be conducted and documented IAW para 2.3.7.2. of this instruction.

#### **5. HAZMAT Inventory:**

5.1. The HAZMAT inventory must include a list of the HAZMAT known to be present in a work area/shop. Supervisors will ensure all HAZMAT maintained in the work center has been approved and is listed on the EESOH-MIS Authorized Users List.

5.2. This listing will be kept current and reflect a complete and accurate inventory of all HAZMAT used in the work area. When new HAZMAT is introduced into the work area, the supervisor will add them to the inventory and contact BE to conduct a new health risk assessment of the process. A current listing may be obtained through the HAZMART or BE.

**5.3. BE will review this inventory during the routine industrial hygiene surveillance survey.**

**6. Non-Routine Tasks:**

6.1. Non-routine tasks are:

6.1.1. Those tasks included within work areas' normal activities utilizing or involving HAZMAT but performed infrequently; for example, cleaning a solvent tank and changing the solvent, or cleaning up spills.

6.1.2. Temporary duties outside an individual's normal Air Force Specialty Codes (AFSC) or job series.

6.2. The supervisor will ensure work area operating instructions thoroughly describe non-routine tasks, associated hazards, and controls, for the infrequent tasks performed in this work area. Operating instructions do not need to be prepared if TOs or other official documents adequately describe these tasks. The work area supervisor will list all non-routine tasks performed in this work area which involve HAZMAT on the Specific HAZCOM Training Plan located at Attachment 1.

6.3. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

TIMOTHY E. BUSH, Colonel, USAF  
Commander, 319th Air Base Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-7064, *Integrated Natural Resource Management*, 17 September 2004  
AFI 32-7086, *Hazardous Material Management*, 29 December 2009  
AFI 90-821, *Hazardous Communication*, 20 October 2009  
AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011  
DoD Directive 4700.4, *Natural Resource Management Program*, 24 January 1989  
16 USC 670, *The Sikes Act*  
29 CFR 1910.1200, *Hazardous Communication*

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*.

***Abbreviations and Acronyms***

**ACO**—Administrative Contracting Officer  
**AF**—Air Force  
**AFB**—Air Force Base  
**AMC**—Air Mobility Command  
**AMCI**—Air Mobility Command Instruction  
**BE**—Bioenvironmental Engineering  
**CEAN**—CE Environmental  
**FAR**—Federal Acquisition Regulation  
**HAZCOM**—Hazardous Communication  
**HAZMART**—Hazardous Materials Pharmacy  
**HAZMAT**—Hazardous Material  
**IHMP**—Installation HAZMAT Management Program  
**IMT**—Information Management Tool  
**JA**—Judge Advocate  
**MSA**—Munitions Storage Area  
**MSDS**—Material Safety Data Sheet  
**NSN**—National Stock Number  
**OPR**—Office of Primary Responsibility  
**OSHA**—Occupational Safety and Health Administration

**PH**—Public Health

**RDS**—Records Disposition Schedule

**TO**—Technical Order

*Terms*

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

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